

**JOB DESCRIPTION**  
**Adams County, Wisconsin**

JOB TITLE: Deputy Clerk of Circuit Court  
STATUS: Regular Full-time  
DEPARTMENT: Clerk of Circuit Court  
SUPERVISOR: Clerk of Circuit Court

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**POSITION SUMMARY:**

Perform under the direction and supervision of the Clerk of Circuit Court, all duties required of the Clerk of Circuit Court according to Wisconsin Statutes, Supreme Court Rules and Local Court Orders, Rules and Policies.

**JOB DUTIES:**

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Assist the public in obtaining access to the Court;
2. Support and uphold the integrity of the Circuit Court and this office;
3. Receive and file papers for all Circuit Court matters;
4. Schedule actions and prepare Court calendars and maintain Court records;
5. Enter Court cases on computer;
6. Attend Court, keep minutes of proceedings and swear in officers and witnesses, and perform all follow-up work as necessary;
7. Maintain records as required of Wisconsin Court Information System for accurate collection of statistical data;
8. Prepare and maintain criminal records, proceedings and dispositions;
9. Draft Judgments of Conviction, Commitments, Warrants, and Bonds and distribute same to the parties, law enforcement, correctional institutions, probation agency, etc. as needed;
10. Draft and submit forms required for reporting to Wisconsin Department of Transportation
11. Docket liens, judgments, transcript and foreign judgments, unemployment compensation, warrants, delinquent income tax warrants and all satisfactions of same;
12. Issue transcript judgments, executions and writs;
13. Process passport applications and assist applicants;
14. Maintain lists of Officers, Oaths of Office, Sheriff's Deputy Oaths and others as the law requires;

15. Maintain accurate records of Jury Management including selection, service and payment;
16. Prepare witness certificates and interpreter certificates for payment;
17. Copy, authenticate and/or certify documents as needed;
18. Receive, record and disburse, as appropriate, payments made to the Clerk of Circuit Court's Office, to include filing fees, fines and forfeitures, cash bonds, trust funds, reimbursement for Court appointed attorneys, Guardian ad litem, Home Studies, Psychological Studies and other county cost items;
19. Maintain accurate financial records, balancing accounts daily;
20. Prepare weekly, monthly, quarterly and annual reports as necessary to include statistical reports, State Treasurer's Report, reports to Director of State Courts and others as may be required;
21. Balance and reconcile bank accounts and trust accounts monthly;
22. Update and maintain County Law Library as necessary;
23. Accept and perform additional duties as may become required by changes in law and policy;
24. Attend training seminars as needed and requested, sharing knowledge with co-workers;
25. Maintain cooperative working relationship with all related County and State agencies and departments and their staff;
26. Assume the duties of the Clerk of Circuit Court in his/her absence.
27. All other duties as may be assigned by the Clerk of Circuit Court.

**REQUIRED QUALIFICATIONS:**

1. High School Diploma or equivalent with special training in basic clerical skills, office practices, business accounting, business law;
2. Minimum of one-year experience in handling large sums of money, working with figures, computer operations, and court or related experience.
3. Knowledge of court procedures, State Laws and Local Ordinance and Regulations; legal documents and computer records;
4. Knowledge of office procedures, grammar, basic math and spelling, and related court procedures.
5. Skill in the use of a computer, copy machine, fax machine, calculator, and in mathematical calculations;
6. Skill in communicating effectively with officials, staff members, attorneys and the general public, including difficult or distraught individuals;
7. Skill in working with figures;
8. Skill in understanding, explaining and applying legal concepts and terminology;

9. Skill in interpreting legal documents and computer records.
10. Ability to direct, instruct and train others;
11. Ability to follow written and oral instructions,
12. Ability to plan and process work efficiently and accurately under pressure;
13. Ability to write legibly;
14. Ability to relate changes in statutes and procedures to daily operations;
15. Ability to work independently and manage a number of tasks concurrently.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. Work indoors in a controlled environment.
2. Work is normally performed from a sedentary position. Ability to function primarily in situations encountered in a normal office setting.
3. Activities include frequent verbal and written communication, utilizing phone systems and computer applications in both the office and Courtroom setting.
4. Must have good hand-eye coordination.
5. Ability to perform moderately active work consisting of a combination of walking, standing, bending, stooping, lifting, and carrying.
6. Ability to operate a variety of office equipment such as computer terminal, facsimile machine, calculator/adding machine, computer printer, and photocopier.
7. Must be able to meet deadlines and to maintain a balanced workload. Must be able to tolerate the stresses associated with deadlines, internal and external customer service, and quality enhancement.
8. Exposure to blood borne pathogens is low for this position.

Approved by Public Safety & Judiciary Committee this 16<sup>th</sup> day of August, 2010:

Revised August, 2010